Status Reports are due November 30th annually.

Reports submitted after the date will have a "Late" status and will be noted on future grant applications.

- 1) Login to WebGrants at https://funding.mt.gov then click on "My Grants".
- 2) Click on the name of the grant that you would like to complete a status report.
- 3) Click on "Status Reports".

Grant Components	
Component	Last Edited
General Information	07/27/2012
Contract Documents	03/14/2012
Status Reports	
Claims	
Budget	07/30/2012
Herbicide Worksheet	07/30/2012
Revegetation Worksheet	03/13/2012
Activities/Education Timeline	03/13/2012
Contract Amendments	
Correspondence	
Encumbrances	03/19/2012
Dpportunity Dpport	(*)
Application	SE

4) Click on the status report title in blue in the "ID" column to open the status report's components page. **Note:** Do not create a new status report. There will be a status report already created named with the grant number and it will be in "editing" status.

If this is the final status report for the grant, click on the <u>General Information</u> form and change the status from Semi-Annual to Final. If not, the appropriate reporting period should be showing.

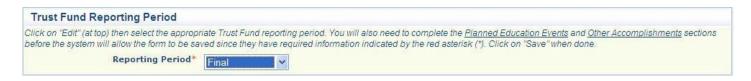
Project Activities Report

Instructions		
Use the drop down box to select the type of report that you want to submit. Then en click "Return to Components" to access the rest of the status report form(s) to be co		leting this form, click "Save" and then
Components		Preview Submit
Complete each component of the status report and mark it as complete. Click Sub-	mit when you are done.	
Name	Complete?	Last Edited
General Information	✓	07/11/2016
Project Activities Report		08/29/2016
Weed Control Treatment Report		
Status Report Documents		

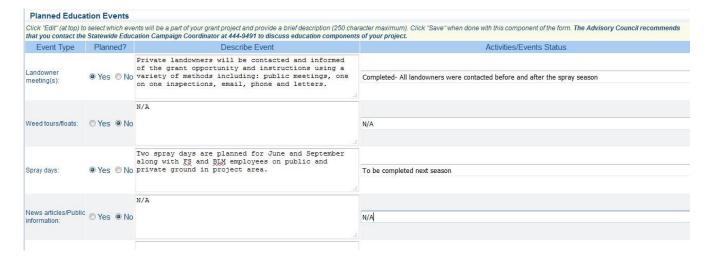
- 5) Click on the Project Activities Report form from the menu.
- 6) Complete the "Planned Project Activities" section by clicking on each time period (months are in blue font). Click "Save" after each one has a completed description.
 - → <u>IF</u> the project will be continuing work into the next season, add all planned activities for the next reporting period to the timeline by clicking "Add". Type "To be completed" or a similar statement in the Activities/Events Status box.



- 7) Click "Edit" at the top of the page to complete the required components.
 - If this is the final status report for the grant, select "Final" in the dropdown located in the Reporting Period box.



"Planned Education Events" - give a brief description of each event completed. If you did not have a particular event planned, you can enter "N/A". If you have yet to complete an event, you can enter "To be competed". See the example below:

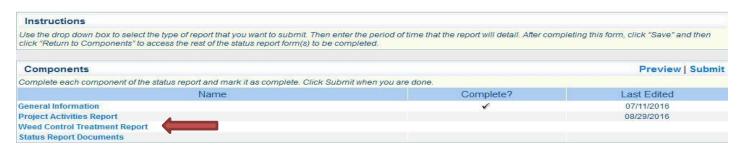


- 8) Complete the Accomplishments/Successes sections detailing all project goals and objectives met with success and any challenges faced within the scope of the project.

 Any other files such as pictures, summary reports, ect. can be uploaded and attached under Results.
- 9) Complete the Monitoring/Mapping sections detailing the methods used for both monitoring the success of the project and mapping weeds within the project area. **Note:** Mapping is a requirement for each project as stated in the grant contract.
- 10) Click "Save" at the top of the page when complete.
- 11) If you are finished with the form, click on "Mark as Complete".

Weed Control Treatment Report Instructions

1) Click on "Weed Control Treatment Report" form in the status report components page.





The first four sections are for the <u>current reporting period</u> **only**.

If this is a final report, or you have received cooperative forestry funds, complete the current reporting sections as well as the "CFA and Final Project Information" section.

 For each section below, click "Add" to complete required information. Click "Save" when done with each herbicide.

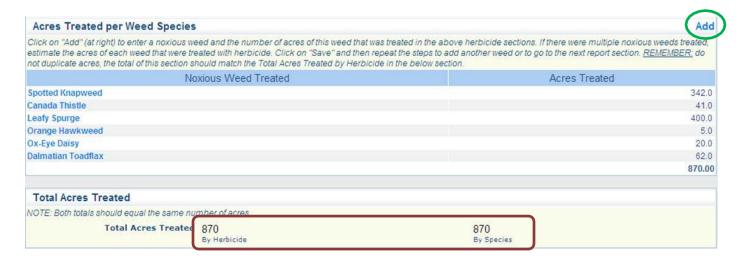
"Single Herbicide Used" – this section is for reporting the single herbicides used by landowners and/or commercial applicators. Select the herbicide used, enter the rate used in <u>OUNCES</u>, the number of acres treated and the type of application.

Single Herbicide Used		Mark as Complete	Go to Status Report Forms Ad
	in the cost share part of the grant. Remember only those hi the form. The herbicide entries can be updated or deleted to		
Herbicide	Rate Used in Ounces	Acres Treated	Application Type
Aminopyralid (Milestone)	7.0	120	.0 Ground
Picloram (Tordon)	32.0	500	.0 Aerial
		620.	00

"Tank Mix Herbicides Used" – this section is for reporting the tank mixed herbicides used by landowners or commercial applicators. Select the tank mix, enter the rates used in <u>OUNCES</u>, the number of acres treated and the type of application.

Tank Mix Herbicides Used		Add	
Click on "Add" (at right) to enter a tank mix used in the cost share part of the grant. Re reimbursement. Click on "Save" when done with the form. The herbicides entered car			
Herbicide Tank Mix	Acres Treated	Application Type	
Tordon / Telar / 2,4-D Amine - 32oz / 1oz / 32oz	250.0	250.0 Ground	
	250.00		

"Acres Treated per Weed Species" – Report the acres from the above two sections by noxious weeds or county listed weeds controlled. Weeds treated with each herbicide can be found on daily application records. See example below:



"Total Acres Treated" section auto calculates totals from the information provided in the above sections. The acres treated by weed species should be the <u>same</u> as the acres of noxious weeds controlled.



If this is a final report, or you have received cooperative forestry funds, complete the "CFA and Final Project Information" section. This section's totals should reflect weed control activities completed since the start of the grant contract. All fields must be completed before approval; including before and after pictures. Skip this section if you are submitting a semi-annual report.

Click "Edit" at the top of the page to enter required information.

Final Project Summary: Please give a brief summary of the project and any future needs or plans for the area.

When all information is completed, click on "Mark as Complete".

Click on the Status Report Documents form. Other attachments such as letters, pdf's, records, etc. can be uploaded. Once complete, or if no documents are necessary, click "Mark as Complete".

Click "Submit" when all forms have a check mark. If changes are needed, you will receive a notice in your email from the WebGrants server.

If you have any questions, contact Greta Dige at 444-7882 or Jasmine Reimer at 444-3140.